

City Clerk – Evansville (population 5000) www.ci.evansville.wi.gov is seeking candidates for the position of City Clerk. Duties include assisting City Finance Director with taxes and assessments, budgeting, and accounting, supervising Human Resources Administrator, posting meeting agendas and packets, taking meeting minutes, and maintaining city records. Qualified candidates will possess thorough knowledge of governmental accounting and municipal government. A combination of education and experience may be considered. The ideal candidate will have a strong work ethic, customer service attitude, excellent interpersonal skills and is computer literate. Full job description available on city website. This is an exempt, non-represented position. Salary \$45,000 - \$50,000, plus benefits, DOQ. Applications kept confidential upon request; all finalists subject to public release. Send cover letter, resume and four professional references postmarked by June 8, 2007 to Attn: Jodi Sam, City of Evansville, PO Box 76, Evansville, WI 53536 or e-mail jodi.sam@ci.evansville.wi.gov. EOE.